



REFUGEE RESOURCE

(A Charitable Company Limited by Guarantee)

Annual Report and Financial Statements

For the year ended 31 March 2019

Registered Charity No. 1098876

Company No. 4558542

Refugee Resource

Annual Report and Financial Statements

For the year ending 31 March 2019

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Refugee Resource

The Trustees are pleased to present their report together with the audited financial statements for the year ended 31 March 2019.

Reference and Administrative Information

Charity name: Refugee Resource

Charity registration number: 1098876

Company registration number: 4558542

Registered office and
operational address: The Old Music Hall
106-108 Cowley Road
Oxford OX4 1JE

Chief Executive Officer: Kate Hood

Trustees

Belinda Coote (Chair)

Louisa Daubney

Ray Fishbourne

Ken King

Dr Adiba Malo (appointed April 2018)

Thibaut Mills

Dr Caroline Roseveare

Michael Taylor

Independent examiners

Critchleys Audit LLP

Beaver House, Hythe Bridge Street, Oxford, OX1 2EP

Bankers

Triodos Bank N.V.

Brunel House, 11 The Promenade, Bristol BS8 3NN

Objectives and activities

The objects of the charity are:

- 1) To provide relief for refugees, asylum seekers, vulnerable migrants and their dependants living temporarily or permanently in particular but not exclusively in Oxfordshire who are in conditions of hardship or distress;
- 2) To preserve and protect the physical and mental health of refugees, asylum seekers, vulnerable migrants and their dependants;
- 3) To advance the education and training of refugees, asylum seekers, vulnerable migrants and their dependants in need thereof so as to enhance their employment opportunities and assist in their settlement within a new community; AND
- 4) To advance the education of the public in general about the issues relating to refugees, asylum seekers and vulnerable migrants;
- 5) The provision of facilities for recreation or other leisure time occupation for refugees, asylum seekers and vulnerable migrants with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances.

The activities employed to achieve the charity's objectives are:

- A counselling service, offering transcultural counselling and psychotherapy, aimed at relieving distress arising from the after-effects of conflict, persecution or violence, and building confidence and empowering refugees, asylum seekers and vulnerable migrants.
- A service for women to provide support and network with others through a programme of educational, creative or recreational activities.
- Activities for men to provide support and network with others through a programme of educational, creative or recreational activities.
- A mentoring and coaching service to provide social support and to help with both mental health and employment needs as appropriate.
- An employment service, supported by bursary funding, to identify and extend the skills of refugees and facilitate access to employment, training and business opportunities in order to reduce dependency, promote mental health and facilitate integration with local communities.
- A training, consultation and service to develop the capacity of local service providers and social services to respond appropriately and effectively to the mental health needs of refugees and asylum seekers who are at risk of isolation and social exclusion.
- Work with the media/ other agencies to present positive images of refugees and asylum seekers and to enable clients to share their experiences and opinions where desired.
- Through qualitative and quantitative evaluation of our activities, we aim to share and promote good practice in relation to the psychosocial and integration needs of refugees and asylum seekers.

Overview of the year ended 31 March 2019

The corporate objectives which the Trustees agreed for 2018/19 were to:

- Develop and deliver our range of high quality therapeutic services with a view to empowering clients, and improving their resilience and well-being;
- Continue to consolidate and build on recent growth by improving business management and communications systems to aid efficiency and effective working;
- Build our internal capacity by focussing on the professional development, and safeguarding the well-being, of our staff, trustees, volunteers and associates.

- Continue to grow our marketing communications and media activities to build the organisational profile, diversify our funding streams and help ensure the organisation's sustainability and relevance in an increasingly challenging external environment;
- Meet the outcomes set for different services and embed our new system of monitoring and evaluating our work, including eliciting regular feedback from our clients, in order to more effectively evaluate, report on and develop these;
- Consolidate strategic partnerships with other key organisations in order to develop and extend our range of client services and identify possible joint funding initiatives, while avoiding duplication of services and maintaining focus on our core aims.
- Develop new business activities which are in line with our core remit, in order to generate unrestricted funding to safeguard the provision of our services in the future, eg by using our expertise to build capacity in other agencies.

Achievements and performance

Refugee Resource is the only service in Oxfordshire to offer a range of complementary services to support the psychological, emotional and social well-being and long-term mental health needs of refugees, asylum seekers and vulnerable migrants in Oxfordshire. Clients are referred to us by GPs, Social Services, solicitors and partner organisations, as well as by friends or family and self-referrals.

In 2018/19, we either met and or exceeded our service-delivery targets: more than 350 refugees, asylum seekers and vulnerable migrants from 43 different countries made more than 1,236 visits to our offices to access support via our mentoring, counselling, social inclusion (advice/ advocacy) and women's services; many of our clients come from: Syria (13%), Eritrea (12%), Sudan (11%), Afghanistan (10%), Iran (5%); 50% of all service users were women. We worked with over 60 partner organisations to help give clients the best end-to-end service to address and resolve a range of issues.

It was another year of growth, following on from the previous two years of expansion, where we successfully sourced additional funding in order to expand our programme and reach new client groups. This included new funding from Oxford County Council to support both a counselling and a mentoring project working specifically with unaccompanied asylum seeking children (UASC); as part of this government-funded programme, we also delivered four, day-long training sessions on working with complex trauma and supporting young refugees and asylum seekers for agencies working with this client group. In addition, we secured new funding from Oxford City Council, to run a Mentoring and Volunteering programme; the new element of this was the focus on supporting refugees and asylum seekers into voluntary positions within the local community, in order to break down barriers, help people integrate into the community, learn new skills which may help them to find paid employment at a later date, learn/ practice their English and enable people to feel empowered and able to make an active contribution to society.

In 2018/19, we also secured the following funding to be used in 2019/20:

- National Lottery grant for £494,014 across four years from April 2019 (core and project costs).
- Lloyds Foundation grant for £75,000 across three years from April 2019 (core costs).
- Henry Smith grant of £113,114 across three years from June 2019 (core costs)
- Oxfordshire Learning Network of £3k to fund courses in 2019 with the Women's and Mentoring Services

Our Women's Service continued to grow, with the group hosting four community cafes to support other disadvantaged groups within the community (older and disabled people; homeless people,

etc.) and also delivery a year-long FGM awareness-raising programme for local communities and agencies to come together to learn and talk openly about this often taboo subject.

We continued to deliver training to the staff of other organisations that recognise our specialist expertise in working with refugees, asylum seekers and vulnerable migrants. Over the year, we delivered nineteen training sessions with external agencies on complex mental health issues and how to work with refugees and migrants affected by multiple traumatic events; these include four training sessions we were commissioned to deliver to key agencies working with unaccompanied asylum seeking children (under 18 years). In this way, we are building understanding and capacity in other organisations which will last into the future.

As we continued to expand the services we are delivering, we needed to support this growth by also investing in personnel, infrastructure and systems, for example, via the implementation of a management layer reporting to the CEO, the review and restructure of the Counselling Service, the implementation of improved systems and procedures in the key areas of: safeguarding, monitoring, evaluation & learning (MEL), data processing and management, GDPR compliance and financial systems. Work in all these areas was initiated in 2018/19 and will continue and, we hope, be completed in 2019/20.

Our trustees continued to be actively involved in the governance of the charity most of them having taken on additional responsibilities through membership of the Finance Committee, Governance and HR Committee and/or the Fundraising Working Group. We have a trustee dedicated to the overview of GDPR, and two trustees specifically assigned to safeguarding. One of our trustees also serves as Company Secretary.

Our external profile continues to grow, as we have been investing resource in improving our communications, including digitally via social media channels. We have also increased our presence at local events and have worked more with the media to comment on topical issues and gain support for events, such as our Community Cafes and Refugee Week events.

Highlights of 2018/19:

- Our Counselling and Psychotherapy Service team of seven counsellors, worked with 99 clients; 81 clients received individual counselling, including 19 young people who were seen in school as part of our school based therapy service. Twenty three clients attended the weekly women's therapeutic knitting group.
- We worked with 32 matches (including three for the UASC Mentoring contract); our mentors logged 179 meetings and 287 hours over this past year. We held 24 training sessions with 53 participants who are now active, or possible mentors, and other types of volunteers. In 2018/19, we got new funding through Oxford City Council for our Mentoring and Volunteering programme, which has now been extended until 2021.
- The Women's Service had a very busy and successful year with the completion of both the FGM – awareness raising and Community café projects. The group, with 56 regular attendees during the year, continues to follow a varied programme of activities including: English for the driving theory test, which is a new initiative for 2019 with Abingdon and Witney College, via their OLN project; family learning Maths with Abingdon and Witney College; ESOL conversation club; creative writing and a series of rights workshops with OXFAM /Lawyers against Poverty. The members remain engaged in the planning and delivery of the programme as well as in participating in the activities.
- We gave out £5,328 worth of bursary funding to support 9 people to access training, education and/ or employment opportunities. We have an ongoing partnership with the Oxford University Hospital NHS Foundations Trust to access funds to retrain medical professionals so they can work as doctors, nurses, pharmacists and dentists in the UK, and two people were supported through this scheme in 2018/19.

- Our front of house and advice and advocacy team supported 105 clients by giving advice and/ or signposting them to other services. Clients experience a very wide variety of issues; social isolation, housing, benefits, discrimination, domestic violence alongside other needs like academic learning and support into volunteering and employment. Our clients frequently have several very complex issues at the same time, thus requiring multi-layered and in-depth support. Our inhouse Citizens Advice gave specialised support to 39 clients, working with clients on issues such as access to benefits and debt issues.
- Over the year, 52 young men were involved with our weekly football group, which aims to improve both mental and physical well-being. The group gives the young people not only the opportunity to get exercise, but also to form friendships and peer support networks, which contribute to positive mental and emotional health. We also commenced a new exploratory strand to explore ways to engage more deeply with some of the young men. This began with a video making course and personal security sessions.
- Funded by a legacy bequest, three members of our frontline staff and one regular volunteer undertook university-level vocational qualifications in giving advice and guidance, and customer service, in order to ensure the high standards of delivery in this area.

Financial Review

Principal funding sources

The principal funding sources for the charity for 2018/19 have been grants, primarily from the Big Lottery Fund, The Henry Smith Charity, Comic Relief, Children in Need, Oxford City Council and Oxfordshire County Council.

Reserves policy

Our reserves policy dictates that we keep a relatively high level of reserves due to both the nature of our work and our income cycle. Our counselling and psychotherapy work with vulnerable and traumatised clients is long-term and it could be unsafe to end this abruptly; we therefore need a 9-12 month period to wind-down this service. The nature of the work also means we require premises with a reception and counselling rooms; we must provide clinical supervision for staff; and interpreters are needed for service users. We are currently dependent on a few major funding sources - if any of these were lost it could place us in a precarious situation, and as our ability to generate unrestricted funds quickly is limited, we need to hold reserves to cover a lost grant until we can find alternative sources of funding. Our reserves policy is available on request.

As at 31 March 2019, the unrestricted funds of the charity not invested in tangible fixed assets or otherwise committed was £322,628.

Areas of focus in 2019/20

- We will develop our approach to financial and business development and management, including extending our offer of capacity building services for other agencies working with our client groups.
- We will review our core services with a view to ensuring that our limited resources are focussing on the most vulnerable people.
- Further to the review in 2018/19, we plan to extend our counselling service including piloting therapeutic counselling groups for chronically long-term ill clients and to support those on the waiting list for one-to-one counselling.
- We plan to undertake an extensive externally-led review of our services for men, including our football group, with a view to re-focusing this service in 2020/21.

- We will continue to work with Oxford City Council to help support the new Syrian refugees arriving in Oxfordshire as part of the Government's Vulnerable Persons Resettlement Programme, and with the Police and Crime Commission to deliver therapeutic support to victims of crime from our client group.
- We will focus on developing alternative fundraising streams, for example by piloting community and corporate fundraising initiatives.
- We will continue to improve upon our systems and infrastructure to aid monitoring, evaluation and learning, and also data management.
- We will continue to extend our employment and training service offer, giving more careers advice to clients and building new partnerships with organisations to support refugees and migrants to access voluntary and paid employment opportunities.
- Further to increasing cases of modern slavery and domestic violence, we will continue our focus on ensuring all our systems and processes around safeguarding are robust.

Structure, Governance and Management

Refugee Resource is a charitable company limited by guarantee, incorporated on 9 October 2002 and registered as a charity on 5 August 2003. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Refugee Resource was previously known as Oxford Refugee Support Project, which was established by a Declaration of Trust dated 14 October 1999. On 1 April 2003, the Trustees transferred the assets and liabilities held under the Declaration of Trust into the company limited by guarantee and from that date the organisation's activities have been conducted through the company limited by guarantee.

The governance of the charity is the responsibility of the directors who are also trustees and the sole Members of the company. They are elected and co-opted under the terms of the Articles of Association which specify that a minimum of three trustees be appointed with no maximum number recommended. One third of trustees step down by rotation at each annual general meeting and, if eligible, may offer themselves for re-election.

Efforts are made to recruit a range of trustees who can provide the charity with a broad spectrum of relevant experience and knowledge. There is an induction process for new trustees designed to help them understand how the charity works. The directors who served during the period of this report are set out on page 3.

Responsibilities of the Trustees for the preparation of the financial statements

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the small Companies Regime under Section 419(2) of the Companies Act 2006.

Signed on behalf of the Trustees

.....
Belinda Coote
Belinda Coote
Chair

3/9/19
.....
Date:

Independent examiner's report to the Trustees of Refugee Resource

I report to the charity trustees on my examination of the accounts of Refugee Resource (the Company) for the year ended 31 March 2019, which are set out on pages 11 to 22.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.


Independent examiner's report

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those accounting records; or
- 3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Name of examiner: Colin Mills

Name of firm: Critchleys Audit LLP

Relevant professional body: Institute of Chartered Accountants in England and Wales

Address: Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP

Date: 6 September 2019

Refugee Resource

Statement of Financial Activities (including Income & Expenditure Account) For the Year Ended 31 March 2019

		2019			2018		
		Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Income and endowments from:	Note						
Donations	2	43,588	367,700	411,288	50,680	348,163	398,843
Charitable activities	3	26,367	20,531	46,898	20,534	15,100	35,634
Investments		690	-	690	1,356	-	1,356
Total		70,645	388,231	458,876	72,570	363,263	435,833
Expenditure on:							
Raising funds	4	4,298	59,317	63,615	2,175	48,120	50,295
Charitable activities	5	45,398	337,098	382,495	48,543	283,305	331,848
Total		49,695	396,415	446,110	50,718	331,425	382,143
Net income / expenditure		20,950	- 8,184	12,766	21,852	31,838	53,690
Transfers between funds		3,822	- 3,822	-	44	- 44	-
Net movement in funds		24,772	- 12,006	12,766	21,896	31,794	53,690
Reconciliation of funds:							
Total funds brought forward		297,856	39,464	337,320	275,960	7,670	283,630
Total funds carried forward		322,628	27,458	350,086	297,856	39,464	337,320

Refugee Resource Balance Sheet At 31 March 2019

Company number 04558542

		2019	2018
		£	£
	Notes		
FIXED ASSETS			
Tangible Assets	7		
CURRENT ASSETS			
Debtors	8	19,976	13,044
Cash at bank and in hand		384,986	363,109
		404,962	376,153
CREDITORS: Amounts falling due within one year	9	- 54,876	- 38,833
NET CURRENT ASSETS		350,086	337,320
NET ASSETS		350,086	337,320
INCOME FUNDS			
General funds	11	322,628	297,856
Restricted funds	11	27,458	39,464
TOTAL FUNDS		350,086	337,320

For the year ended 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board of Trustees on
and approved on its behalf by:

Belinda Coote

Belinda Coote
Chair

Date:

31/9/19

**Refugee Resource
Notes to the Accounts
For the year ended 31 March 2019**

1. Accounting Policies

The following accounting policies have been used consistently in dealing with items which are considered material to the accounts of Refugee Resource.

a) Basis of accounting

The financial statements have been prepared in accordance with FRS102 and the Charities Statement of Recommended Practice (FRS 102).

The trustees consider that the charity is a public benefit entity.

b) Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- Designated funds are created at the discretion of the Trustees for such purposes as they see fit.

c) Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d) Pension policy

Refugee Resource operates a pensions' policy in compliance with the requirements of autoenrolment. Employees may make a contribution and Refugee Resource contributes 3% of salary.

Refugee Resource
Notes to the Accounts
For the year ended 31 March 2019

e) Expenditure

All expenditure is accounted for on an accruals basis and has been listed under headings that aggregate all the costs related to that activity. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of the resources.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activity on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. staff numbers, time allocation.

f) Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £250 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

Computers	33% per annum
Office Equipment	25% per annum

**Refugee Resource
Notes to the Accounts
For the year ended 31 March 2019**

2. Donations and Grants

	2019		2018	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Big Lottery Fund	-	114,298	114,298	141,288
Children in Need	-	22,481	22,481	-
Comic Relief	-	38,412	38,412	-
County Council UASC programme	-	12,140	12,140	-
Legacy	-	20,000	20,000	-
Esmee Fairburn	-	-	-	23,628
Oxford PGMDE	858	3,212	4,070	4,583
Oxford City Council	-	48,553	48,553	-
Oxfordshire County Council	-	45,000	45,000	45,000
St Michael's and All Saints Charity	-	5,000	5,000	4,991
Oxford Community Foundation	-	9,730	9,730	20,270
FGM Community Safety Fund	-	-	-	13,296
Donations and Fundraising	9,214	744	9,958	20,022
Oxford CAB	-	3,130	3,130	1,857
Henry Smith Charity	-	30,000	30,000	30,000
Raynes Foundation	-	-	-	21,350
TIDES	28,516	-	28,516	30,658
High Sheriff Fund	-	-	-	4,880
Equator Fund	-	15,000	15,000	15,000
Sebba	-	-	-	2,500
Other grants	5,000	-	5,000	19,520
	43,588	367,700	411,288	398,843

3. Income from charitable activities

4. Expenditure on raising funds

Refugee Resource Annual Report and Financial Statements

Refugee Resource
Notes to the Accounts
For the year ended 31 March 2019

5. Expenditure on charitable activities

	2019		2018	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Counselling Service				
Directly attributable costs	36,178	121,766	157,944	139,479
Support costs allocated	-	22,637	22,637	26,518
	<u>36,178</u>	<u>144,403</u>	<u>180,581</u>	<u>165,997</u>
Mentoring Service				
Directly attributable costs	2,763	41,004	43,767	23,467
Support costs allocated	-	6,273	6,273	4,462
	<u>2,763</u>	<u>47,277</u>	<u>50,040</u>	<u>27,929</u>
Women's Service				
Directly attributable costs	2,530	39,381	41,911	28,845
Support costs allocated	-	6,007	6,007	5,495
	<u>2,530</u>	<u>45,388</u>	<u>47,918</u>	<u>34,340</u>
Advice, Advocacy and Outreach Service				
Directly attributable costs	3,926	86,998	90,924	87,006
Support costs allocated	-	13,032	13,032	16,576
	<u>3,926</u>	<u>100,030</u>	<u>103,956</u>	<u>103,582</u>
	<u><u>45,397</u></u>	<u><u>337,098</u></u>	<u><u>382,495</u></u>	<u><u>331,848</u></u>

Support costs include governance costs of £1,000 in respect of Independent Examination fees (2018 £2,040 for audit fees).

Refugee Resource
Notes to the Accounts
For the year ended 31 March 2019

6. Staff costs

	2019	2018
	£	£
Wages and salaries	251,506	205,270
Employer's National Insurance contributions	17,678	13,161
Employer's pension contributions	7,999	5,475
Total	<u>277,183</u>	<u>223,906</u>

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2019	2018
	FTE	FTE
Counselling	2.04	1.92
Mentoring	1.00	0.80
Women's Service	0.79	0.60
Advice and Advocacy	1.76	1.73
Administration and support	1.06	1.39
Director and Development	1.84	1.03
Total	<u>8.49</u>	<u>7.47</u>

No employee's emoluments exceed £60,000 in the year. The charity contributes 3% of salary to an autoenrollment compliant work-based pension scheme for all eligible staff.

Key Management personnel remuneration. Including salary, employer's National Insurance and Employer's Pension totalled £56,023 (2018: £54,938).

Refugee Resource
Notes to the Accounts
For the year ended 31 March 2019

7. Fixed Assets

	Computers	Office Equipment £	Allotment Shed £	Total £
Costs				
At 1 Apr 2018	14,707	11,048	647	26,402
Additions	-	-	-	-
Disposals	- 12,626	- 7,847	- 647	- 21,120
At 31 March 2019	<u>2,081</u>	<u>3,201</u>	<u>-</u>	<u>5,282</u>
Accumulated depreciation				
At 1 Apr 2018	14,707	11,048	647	26,402
Charge for year	-	-	-	-
Disposals	- 12,626	- 7,847	- 647	- 21,120
At 31 March 2019	<u>2,081</u>	<u>3,201</u>	<u>-</u>	<u>5,282</u>
Net book value				
At 1 Apr 2018	-	-	-	-
At 31 March 2019	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

8. Debtors

	2019 £	2018 £
Trade debtors	16,373	9,441
Other debtors	<u>3,603</u>	<u>3,603</u>
	<u>19,976</u>	<u>13,044</u>

9. Creditors

	2019 £	2018 £
Trade creditors	20,075	-
Accruals	2,569	3,433
Deferred income	25,000	30,000
Taxation and social security	5,685	5,400
Other creditors	<u>1,547</u>	<u>-</u>
	<u>54,876</u>	<u>38,833</u>

Deferred income is represented by grants received before the year end where the grant period does not start until April 2019

Refugee Resource

Notes to the Accounts

For the year ended 31 March 2019

10. Commitments

	2019	2018
	£	£
Expiring in less than one year	<u>15,284</u>	<u>15,060</u>

At 31 March 2018 the charity had a non-cancellable commitment equal to 4 months rent of £15,284 (2018: £15,060).

11. Movement in funds

	As at 1 Apr 2018	Incoming resources	Outgoing resources	Transfers	As at 31 March 2019
	£	£	£	£	£
Unrestricted funds:					
General funds	176,856	70,645	- 49,695	3,822	201,628
Designated funds	121,000	-	-	-	121,000
Restricted funds:					
Counselling, Mentoring, Women's Service, Advice, Advocacy and Outreach	39,464	388,230	- 396,415	- 3,822	27,458
	<u>337,320</u>	<u>458,876</u>	<u>- 446,110</u>	<u>-</u>	<u>350,086</u>

Purposes of Restricted Funds

The Counselling and Mentoring Services offer therapeutic support to asylum seekers, refugees and vulnerable migrants via psychotherapy, counselling and an accredited one-to-one befriending scheme. The main funders are the Big Lottery Fund, Comic Relief, Children in Need, the Oxfordshire Clinical Commissioning Group and the Thames Valley Police and Crime Commissioner – Victims First programme.

The Women's Service provides a safe and supportive space for female clients to come together and undertake activities which promote their psychological, emotional and physical well-being. Like all our services, it aims to reduce social isolation and exclusion and break down barriers to the women integrating into the local community and life in Oxfordshire.

The Advice, Advocacy and Outreach Services support the work carried out via our therapeutic services by enabling social integration as described above, and also by providing advice on a range of practical issues as well as signposting to other services. These include a men's service including a football club, a Citizen's Advice Bureau service, support with accessing training, education and employment, a hardship fund and bursary funding. These activities are funded by the Big Lottery Fund and other smaller trusts and foundations.

Core funding has been primarily provided by Oxfordshire County Council and The Henry Smith Charity.

Purpose of Designated Funds

The designated fund is held in line with the reserves policy in order to ensure the stability of the mission, programmes, employment and ongoing operations of the organisation.

Refugee Resource

Notes to the Accounts

For the year ended 31 March 2019

Movement in funds 2018

	As at 1 Apr 2017	Incoming resources	Outgoing resources	Transfers	As at 31 March 2018
	£	£	£	£	£
Unrestricted funds:					
General funds	154,960	72,570	- 50,718	44	187,053
Designated funds	121,000	-	-	-	121,000
Restricted funds:					
Counselling, Mentoring, Women's Service, Advice, Advocacy and Outreach	7,670	264,635	- 232,756	- 85	39,464
Core funding	-	98,628	-98,669	41	-
	<u>337,320</u>	<u>458,876</u>	<u>- 446,110</u>	<u>-</u>	<u>350,086</u>

12. Analysis of Net Assets between funds

	General funds	Restricted funds	Total
	£	£	£
Tangible fixed assets	-	-	-
Cash at bank and in hand	332,528	52,458	384,986
Debtors	19,977	-	19,977
Current liabilities	- 29,876	- 25,000	- 54,876
	<u>322,628</u>	<u>27,458</u>	<u>350,086</u>

Analysis of Net Assets between funds 2018

	General funds	Restricted funds	Total
	£	£	£
Tangible fixed assets	-	-	-
Current assets	306,689	69,464	376,153
Current liabilities	- 8,333	- 30,000	- 38,333
	<u>2997,856</u>	<u>39,464</u>	<u>337,320</u>

13. Trustees' Remuneration and related party transactions

Trustees received no remuneration or reimbursement of expenses during the year for their duties as trustees (2018: £nil).

There was one related party transaction. One trustee, Dr Malo, received bursary funding to cover course fees, travel and course materials: £2,257 (2018: £nil).

Refugee Resource
Notes to the Accounts
For the year ended 31 March 2019

14. Legal Status and Registered Office

Refugee Resource is a Charitable Company, limited by guarantee, incorporated in England. It's registered office and principal place of business is:

The Old Music Hall
106-108 Cowley Road
Oxford
OX4 1JE